



**United States Bankruptcy Court  
Office of the Clerk  
Middle District of Florida  
Orlando Division**



## **POSITION ANNOUNCEMENT**

**Position:** Courtroom Deputy I or II  
**Location:** Orlando, Florida  
**Starting Salary Range:** \$42,644 – 76,152  
*CPS CL 26/1 to 27/61 Starting salary commensurate with experience in accord with US Court Guidelines*

**Date:** June 13, 2016  
**Announcement No.** 16-09  
**Closing Date:** Open until filled  
*First consideration given to applicants who apply on or before June, 24, 2016*

The Clerk of Court for the United States Bankruptcy Court for the Middle District of Florida, Orlando Division is seeking qualified applicants for a Courtroom Deputy I or II to support the Honorable Cynthia C. Jackson, Bankruptcy Judge. The ideal candidate will display initiative, good judgment, professionalism, follow-through, excellent organizational skills; demonstrate a strong work ethic and attention to detail. This is a fast paced environment; the candidate must demonstrate the ability to excel in a fast-paced setting and the ability to readily adapt to changing priorities.

### **Position Overview**

The courtroom deputy represents the Clerk of Court in matters relating to the management of judicial proceedings.

- Manages the Judge's cases by calendaring and regulating their movement, monitoring the filing of pertinent documents and responses to judicial orders, and setting dates and times for hearings, trials and conferences.
- Keeps the Judge and staff informed of case progress. Utilizes reports and information from the CM/ECF electronic case management system.
- Attends court hearings and conferences. Assists with the orderly flow of proceedings, including but not limited to, setting up the courtroom, assuring presence of all necessary participants, managing exhibits, assisting witnesses, and maintaining courtroom decorum.
- Takes detailed notes of proceedings and rulings and prepares proceeding memorandum of the Judge's oral ruling.
- Acts as liaison among the Clerk's Office, the bar, and the Judge to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials, and other case processes for litigants.
- Coordinates, tests, sets up, and monitors the video conference equipment for video conference hearings. Coordinates, tests, sets up, and monitors the Electronic Evidence Presentation system and trains users on the system.
- Operates and maintains the digital recording system.
- Performs relief courtroom deputies in the absence of other Courtroom Deputies.
- Other duties as assigned.

### **Qualifications and Requirements**

A high school diploma or equivalent is required, two years of general experience, and at least one (1) year of specialized experience. Specialized experience is defined as progressively responsible

administrative experience related to processing of legal documents involving the routine use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, and directives. A Bachelor's degree in a related field and one year of case management experience at the CL 25 level of the Court Salary Plan is preferred. Proficiency in Windows, CM/ECF, and MS Office is required.

This position requires the utmost attention to detail and accuracy. Other desired qualifications, skills, and abilities include:

- Possess excellent administrative, organizational, and professional skills as well as a solid command of office protocol.
- Ability to communicate effectively both orally and in writing which includes accuracy in grammar, spelling, punctuation, and proofreading.
- Ability to interact effectively and appropriately with the public, providing exceptional customer service and resolving complex issues while complying with regulations, rules, and procedures.
- Ability to work independently as well as interact with all work groups within the office. Ability to follow detailed instructions.
- Demonstrated ability to be a self-starter, capable of multi-tasking in a fast-paced environment, where attention to detail and timeliness are required, and must be adaptable and flexible.
- Ability to research and recommend solutions to resolve complex matters.
- Ability to use a variety of electronic equipment such as FTR, video conference, and electronic evidence equipment.
- Possess the desire to work positively and cooperatively with others, while maintaining strict confidentiality with respect to duties and responsibilities and have a strong sense of personal and professional integrity.
- Ability to excel in a collaborative work setting.
- Possess a professional demeanor and the ability to exercise mature judgment.
- Occasional travel to other divisional offices may be necessary.

### **Information for Applicants**

Qualified applicants are invited to submit, a completed U.S. Courts application, cover letter, and current resume. A U.S. Courts Application form is available at [www.uscourts.gov/careers](http://www.uscourts.gov/careers). First consideration will be given to applicants who apply on or before June 24, 2016.

Applicants may apply by emailing their application materials to [jobs@flmb.uscourts.gov](mailto:jobs@flmb.uscourts.gov). These documents must be submitted in Word or PDF format. Resume must contain an e-mail address and a daytime phone number. Or submit application materials in an envelope marked **"CONFIDENTIAL"** to: Celia Rodenmeyer, Human Resources Manager, Attention: 16-09, 400 W. Washington St., Room 5100, Orlando, Florida 32801. Facsimiles will not be accepted.

Interviews will be scheduled after the deadline for receipt of resumes. The best-qualified applicants will be invited for interviews. Applicants selected for interviews must pay all travel expenses. We will only make contact with those qualified applicants who will be invited for an interview. No telephone calls, facsimiles, or e-mails please.

*The United States Bankruptcy Court is an equal opportunity employer.*

*All applicants must be a U.S. citizen or be eligible to work in the United States.*

*All appointments are subject to FBI Fingerprint Background Check.*

*All employees are required to use Electronic Funds Transfer for payment of net pay.*

- Employees of the United States Bankruptcy Court are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- Appointment to this position is provisional, contingent upon a criminal background check, and retention depends upon a favorable suitability determination after a background check has been concluded. All information provided by applicants is subject to verification.
- Applicants are advised that false statements or omissions of information on any application materials or the inability to meet employment conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.
- All court employees are "at will" employees and, therefore, the appointee may be removed from this position at any time if, after reasonable on-the-job training, the appointee fails to perform at a satisfactory level.
- The court reserves the right to modify the conditions of the job announcement, or to withdraw the announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice.

### **Employee Benefits**

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees.

- Merit and classification increases
- Choice of health benefit plans
- Vacation Leave and Sick Leave
- Participation in a group life insurance program
- Participation in a group long-term disability insurance program
- Participation in a long-term care program
- Ten paid holidays per year
- Participation in Federal Employees Retirement System